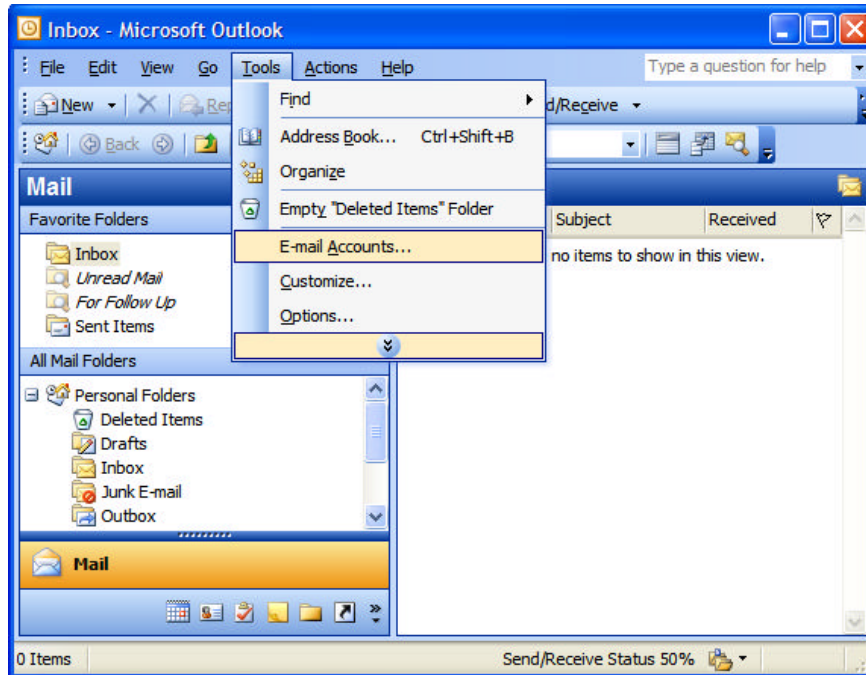


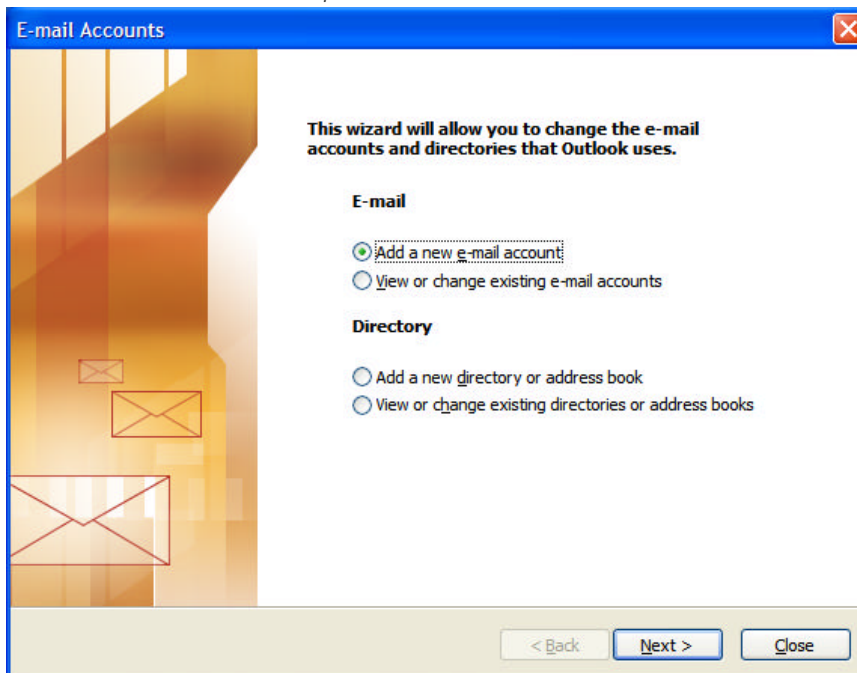
### SETTING UP AN EMAIL ADDRESS USING MICROSOFT OUTLOOK 2003/XP

Open Microsoft Outlook 2003/XP

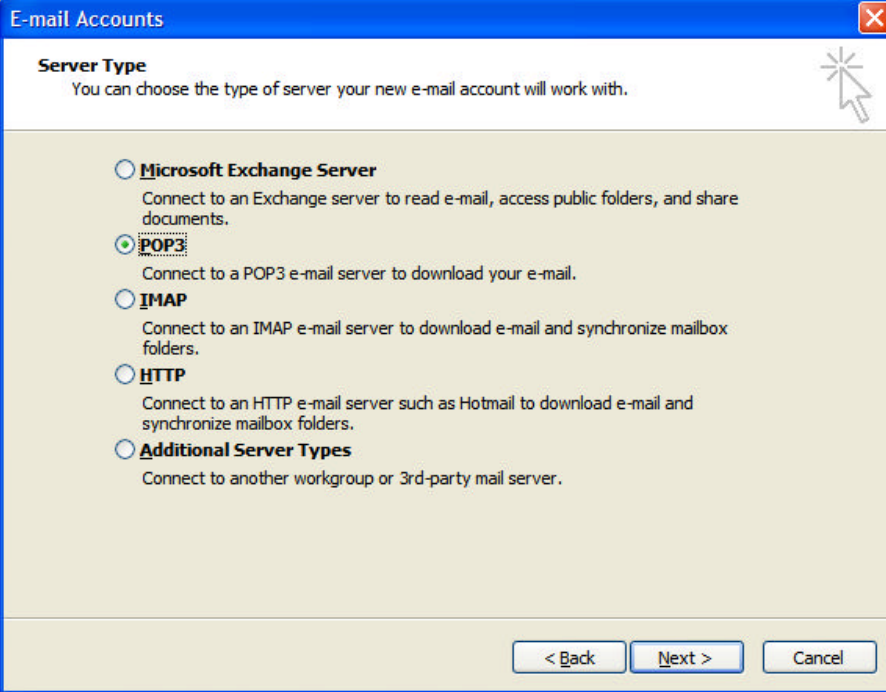
1. In Microsoft Outlook, select Tools > E-mail Accounts.



2. On the E-mail Accounts wizard window, select "Add a new e-mail account" and click Next.



3. For your server type, select "POP3" and click Next.



The screenshot shows a window titled "E-mail Accounts" with a blue title bar. Below the title bar, the text "Server Type" is followed by the instruction "You can choose the type of server your new e-mail account will work with." There are five radio button options listed: "Microsoft Exchange Server", "POP3", "IMAP", "HTTP", and "Additional Server Types". The "POP3" option is selected, indicated by a green dot. At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

4. On the Internet E-mail Settings (POP3) window, enter your information as follows:

**Your Name:** Enter your email address, even though it asks you to enter your first and last name.

**E-mail Address:** Enter your e-mail address.

**User Name:** Enter your user/account name

**Password:** Enter the password for your e-mail account.

**Incoming mail server (POP3):** Your incoming server is *mail.mydomain.com*, where "mydomain.com" is the name of your domain.

**Outgoing mail server (SMTP):** Your outgoing server is either *mail.mydomain.com*, where "mydomain.com" is the name of your domain or that of your ISP.

**E-mail Accounts**

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:   
E-mail Address:

**Server Information**

Incoming mail server (POP3):   
Outgoing mail server (SMTP):

**Logon Information**

User Name:   
Password:   
 Remember password

Log on using Secure Password Authentication (SPA)

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

5. Click Next.

**E-mail Accounts**

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:   
E-mail Address:

**Server Information**

Incoming mail server (POP3):   
Outgoing mail server (SMTP):

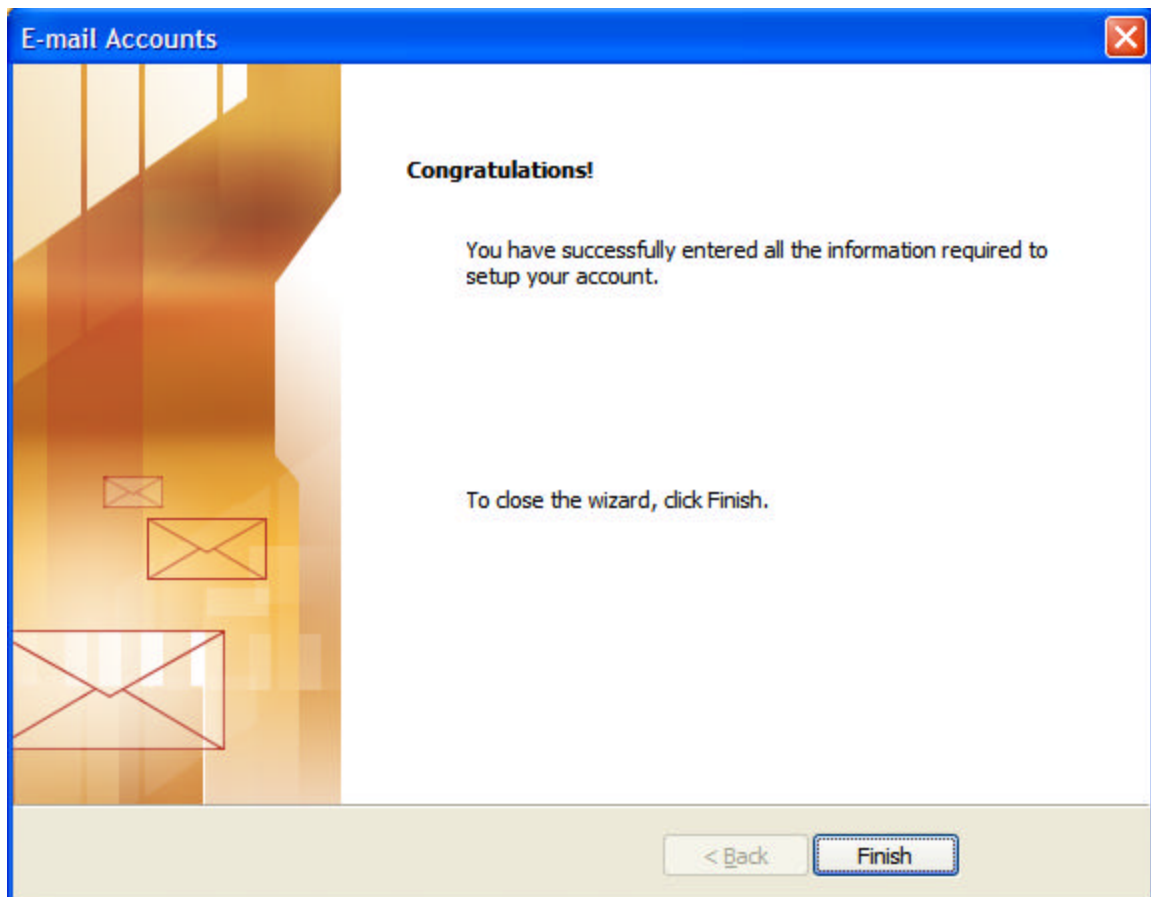
**Logon Information**

User Name:   
Password:   
 Remember password

Log on using Secure Password Authentication (SPA)

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

6. Click Finish.



Your Account is setup. You can test it by sending an email to yourself.